

## CERTIFICATION REGARDING CONFLICT OF INTEREST POLICY

The grantee certifies the following regarding NCDOT's Conflict of Interest Policy:

- (a) **Conflict of Interest Defined** – A conflict of interest is defined as an actual or perceived interest by a staff member/Board member in an action that results in, or has the appearance of resulting in personal organizational or professional gain. A conflict of interest occurs when an employee/Board member has a direct or fiduciary interest in another relationship.

The definition of conflict of interest includes any bias or the appearance of bias in a decision-making process that would reflect a dual role-played by a member of the organization or group.

- (b) **Employee Responsibilities** – Employees are to avoid any conflict of interest, even the appearance of a conflict of interest. Any conflict of interest, potential conflict of interest or appearance of a conflict of interest is to be reported to your supervisor immediately.

Employees are to maintain independence and objectivity with clients, the community and organization. Employees are called to maintain a sense of fairness, civility, ethics and personal integrity.

- (c) **Acceptance of Gifts** – Employees, members of employee's immediate family and members of the Board are prohibited from accepting gifts, money or gratuities from the following:

- Persons receiving benefits or services from the organization;
- Any person or organization performing or seeking to perform services under contract with the organization; and
- Persons who are otherwise in a position to benefit from the actions of any employee of the organization.